

Vaccines for Children (VFC) Vaccine Management Plan

PIN _____

1. Primary VFC Contact: _____
2. Secondary VFC Contact: _____
3. Both the primary and secondary VFC contacts will know how to store and handle VFC vaccine. They will also know all of the requirements of the VFC program.
4. Vaccine receiving, storing and handling:
 - A. Receiving of vaccine shipments;
 1. Vaccines are received by _____.
 2. Person who signs for receipt of vaccine will immediately take the vaccine to _____ for storage.
 3. _____ will then check vaccines received against the packing slip, and will call the VFC office if there are any problems with the shipment within two hours of receipt of the vaccine.
 4. _____ will then place vaccines in the proper storage unit.
 5. All VFC Program information including packing slips will be kept on site for three (3) years.
 - B. Refrigerator/freezer temperature monitoring:
 1. Refrigerator/freezer temperatures are to be taken in the morning when the office opens and in the evening just before the office closes.
 2. Refrigerator temperatures must remain between 35°F and 46°F.
 3. Freezer temperatures must remain below 5°F.
 4. _____ will record the temperatures and immediately notify the VFC Program at (602) 364-3642 if the temperatures are out of range.
 5. Notify the VFC Program if our office will be closed for more than four (4) days to find out what to do with the vaccine.
 6. Only National Institute of Technology (NIST) traceable certified thermometers will be used to monitor refrigerator/freezer temperatures.
 - C. Storage requirements:
 1. Vaccine will be placed in the center of the refrigerator/freezer to allow air flow around the vaccine.
 2. Food will not be stored in the vaccine refrigerator.
 3. Water bottles will be placed in the door of the refrigerator.
 4. Frozen ice packs will be placed around all frozen vaccine in the freezer.
 5. “Do Not Disconnect” signs will be placed by the electrical plug of the unit(s) and by the power circuit breaker.
 6. Vaccine will only be stored in a household refrigerator/freezer or in separate refrigerator and freezer. Dormitory style refrigerators will not be used to store vaccine.

5. Emergency Plan:
- A. Written procedures for relocation of vaccines/meds in case of emergency will be posted on the refrigerator and all staff will be required to know the policy.
 - B. The Emergency Plan will be reviewed and updated annually or as needed by _____.
6. Vaccine ordering/reporting:
- A. _____ will be responsible for ordering vaccine and maintaining the stock of VFC vaccine.
 - B. Vaccine will be ordered every _____ days/months. (circle days or months).
 - C. Vaccine will be inventoried at the time of the vaccine order.
 - D. A _____ weeks/months supply of vaccine will be kept at all times.
 - E. Temperature logs will be submitted to the VFC Program every month.
 - F. All reports required by the VFC Program for the current reporting period will be submitted when vaccine is ordered. The reports include: doses administered, VFC eligibility, current inventory on hand, and temperature logs.
7. Inventory control:
- A. _____ will be responsible for controlling the VFC inventory.
 - B. VFC vaccine inventory will be done monthly.
 - C. The shortest dated (closest to the expiration date) vaccine will be placed in front of longer dated vaccine and used first.
 - D. If you have short-dated vaccine that you will not be able to use – you can transfer it to another provider, using the vaccine transfer form.
 - E. Call the Vaccine Center at 602-364-3642 and ask for a list of providers near your office so you can call to see if they can take the vaccine.
8. Vaccine wastage:
- A. _____ will be responsible for handling wasted/expired VFC vaccine.
 - B. All wasted/expired VFC vaccine will be reported to the VFC Program on a Wasted/Expired Return form.
 - C. The form must be completely filled out and faxed to the VFC Program.
 - D. The VFC Program will return the form with approval to return the vaccine to McKesson Specialty Distribution.
 - E. When the form has been returned, pack the wasted/expired vaccine and contact the VFC Program to let them know the vaccine is ready for pick up.
 - F. McKesson will send a carrier (UPS, FedEx) to pick up the vaccine from your office.
 - G. Notify the VFC Program if the carrier has not picked up the vaccine within two weeks.

Name of Person Updating Plan

Date